

Town of Fort Myers Beach  
Parks & Recreation Department  
**Teen Summer Camp 2016**  
**Handbook & Registration**



**FORT MYERS BEACH**  
**PARKS AND RECREATION**



Bay Oaks Recreation Center  
2731 Oak Street  
Fort Myers Beach, FL 33931  
(239) 765-4222  
[www.BayOaksRec.org](http://www.BayOaksRec.org)

Dear Parents/Guardians:

Welcome to Summer Camp! We are delighted to have the opportunity to work with you and your family and look forward to an exciting summer. It is our goal to provide an environment where all campers and staff feel respected, safe and secure.

This Handbook was designed for you, as the family of a camper in Summer Camp at Bay Oaks Recreation Center. It includes information about our program, our expectations and important policies and procedures. It is intended as your guide to a GREAT summer!

We appreciate your participation in our program and welcome your comments and suggestions. Should you have any questions please do not hesitate to contact me at 239-765-4222 or [adamleicht@fortmyersbeachfl.gov](mailto:adamleicht@fortmyersbeachfl.gov).

Sincerely,

*Adam Leicht*

Program Coordinator

## Table of Contents

Camp Staff	4
Open House	4
Program Details	4
Dress Code and Sun Protection	5
Personal Belongings	5
Communication	5
Camp Rules	6
Payment Procedure	6
Accident, Injury or Illness	7
Medication	7
Child Abuse/Neglect	7
Registration Forms	
Emergency Contact Forms	8
Waiver	9
Understanding and Agreement	10

### *Accuracy Statement*

*Bay Oaks Recreation Center makes a sincere effort to assure that the information presented in the Summer Camp Handbook is accurate, but certain circumstances may arise that could change the programs and events listed within.*

## **CAMP STAFF**

- All counselors complete a week long training session prior to the beginning of camp.
- All counselors are CPR/First Aid certified and have cleared background checks.
- Staff to camper ratio is 1:12
- Our Camp Director will closely monitor the camp and the camp counselors. Please direct all questions and concerns to the Camp Director. Should the Camp Director not be available, please contact the Lead Counselor.

## **REGISTRATION CHECK LIST**

- \_\_\_ Open House: Wednesday, June 6th, 4:30pm-6:30pm.
- \_\_\_ Registration Form
- \_\_\_ Parent/Camper Statement of Understanding
- \_\_\_ Emergency Contact and Health Form
- \_\_\_ Participant Waiver and General Release Form
- \_\_\_ Remit Payment
- \_\_\_ Pick up t-shirt

## **First Day of Camp**

- Each week of camp is a new session, requiring new group assignments based on the ages of those registered. Please note that your camper may be in different groups in different sessions. To maintain safe camper to counselor ratios, group assignment requests may not be honored.
- Remember to pack all of the items your camper will need for the day. This includes a packed lunch unless otherwise directed, comfortable and appropriate clothes, sneakers/socks, sunscreen (applied at home and sent for child to reapply throughout the day), and swim suit on swim/water days. Please review your weekly calendars for special needed items.

## **Summer Camp Program Details**

*Child Eligibility*— Summer Camp is open to all children ages 13-17.

*Holiday*— None.

*Drop Off/ Pick Up*—

- Camp supervision begins at 7:30am and ends at 6:00pm. Continual early drop-off and/or late pick-up will result in dismissal from camp (without refund) and the Department of Children and Families will be notified as required by Florida Statute.
- Parents or other authorized persons are required to enter the Rec Center to sign campers in and out. For the safety of your children, we will not release a child to walk outside to meet someone to pick them up.
- Parents requiring handicap parking may use the call box at the front gate to access parking at the back of the Rec Center.
- Children will only be released to authorized persons listed on the registration form submitted by the parent or legal guardian. Any changes to this list may be conveyed

to staff in writing.

- Children are encouraged to stay for all scheduled activities. Most activities are scheduled between 9:00am and 4:00pm.

#### *Open Swim—*

- Our campers will be utilizing the pool on campus at Bay Oaks.
- Safety is the most important factor surrounding any activity at camp. Certified lifeguards will be present and swim testing will take place during the first free swim to determine each camper's swimming ability.
- Please label your child's belongings including swimsuit, towel and sunscreen bottle with permanent marker.
- Swimsuits should not be worn throughout the day.
- Please inform staff if your child needs eye drops or ear drops (to be supplied by parents) following swimming or if there are any other special considerations (medical form must be completed).

#### *Field Trips—*

- One off campus trip is scheduled for each session during camp.
- Regular field trip admission costs are included in weekly registration fees. Notice will be sent home before each trip regarding location, date and any special items your camper should bring. Please note: trip activities are subject to change.
- All campers must wear Summer Camp T-shirts on all field trips.

#### **Dress Code and Sun Protection**

- Keep in mind that active play and "messy" craft projects are often a part of camp activities.
- Campers must wear their camp T-shirts on all field trip days.
- Children should come to Summer Camp dressed appropriately for outdoor play and sport related activities.
- Sun screen should be applied before arriving to camp and sent with the camper to be reapplied throughout the day.
- Athletic shoes must be worn with socks everyday. Flip flops or sandals may be brought for water/swim days.

#### **Personal Belongings**

- Bay Oaks Rec Center will not be responsible for lost, stolen or damaged items including, cell phones, ipods, music and game accessories etc. .
- Children are provided with a secure room to keep their belongings during their time at Bay Oaks.

#### **Communication**

- Bay Oaks Recreation encourages all parents to get to know the staff at the Rec Center.
- Staff will make parents aware of any concerns, commendable behavior, or accidents when they arise.
- All campers have access to a phone through the Rec Center office.

- In case of emergency, parents may contact the office at (239) 765-4222 and your camper's counselor will be contacted by cell phone.
- Customer Service Surveys will be distributed to parents near the end of each session.

### **Responsibilities of Children**

- Display good sportsmanship at all times
- Try to keep a positive attitude at all times
- Try an activity before saying "I can't" or "I don't want to"
- Take care of personal belongings
- Help with clean up of materials and equipment
- Use all equipment in a proper manner
- Be quiet and listen while instructions are being given
- Treat all people and animals with respect, sharing all toys and equipment
- Wear proper clothing at all times

### **Disciplinary Action will result if**

- Any child, staff member or guest is not treated with respect
- There is defacing, abuse, vandalism, tampering, or stealing of any property of the facility. This includes the Rec Center building, all equipment, outdoor environment and wildlife. Parents/guardians will be financially responsible for damages caused by your child.
- There is use of profanity, foul or abusive language, or body gestures towards any person
- There is fighting, hitting, kicking or punching of any person
- A rock, stick, mulch or any other dangerous object is thrown
- Refusal to follow policies and posted rules
- There is running, yelling or ball playing in the craft room, class room or lobby
- There is excessive talking, disruption or not paying attention
- Misuse or damage to equipment

### **Disciplinary action to be used**

- The child will be re-directed to another area
- The child will lose time in an activity
- The situation will be documented on an incident report and verbally discussed with the child/children involved
- Parents will be requested to pick up the child from the Rec Center
- Suspension from camp for a specified number of days to be determined by staff.
- After suspension, and a parent meeting, the child will be brought back to the program on a probationary period. Further problems will constitute grounds for permanent dismissal from camp.

### **Payment Procedure**

- Summer Camp consists of eight weekly sessions.
- Payments must be made in full on or before the first day of each session and may be made in the form of cash, credit card or check made payable to *Bay Oaks Recreation Center*.

- Partial or full scholarships may be available for qualified campers. Please contact the Camp Director about the current availability for scholarships.

### **Accident, Injury or Illness**

#### *Accident or Injury—*

Minor injuries requiring first aid will be reported to parents on an incident report to be signed on the same day. In the case of an emergency requiring immediate medical attention, staff will use discretion to call 911 and notify the parent.

#### *Illness—*

Your camper's health and safety are important to us. Parents should not send a camper to Camp if he/she has a sore throat, fever, severe cough, vomiting, diarrhea, etc. A camper should not return after an illness until he/she is able to participate in physical activities both indoors and outdoors. If a camper should become ill during the program, the parent will be notified immediately. In case of emergency, staff will call 911.

### **Medication**

- All medication is administered through the guidelines of the Department of Children and Families.
- A medication dispersal release must be completed before any medication is dispensed.
- If there is any change to the original form, a new prescription must be authorized by the physician and a new medication dispersal release form completed by the parent/guardian and returned to Bay Oaks.
- The parent/guardian is required to hand deliver all medication to camp staff directly; the camper may not bring medication to camp.
- Medication must be in the original container with the child's name, name of physician and directions printed on the label.
- Only one day's medication will be accepted by staff.

### **Child Abuse/Neglect**

- Staff members have been trained to recognize the symptoms of abuse/neglect, how to report it, and what constitutes as abuse/neglect.
- Staff is required to immediately report any suspicion or claim of abuse/neglect to the Department of Children and Families.
- Florida Statute requires staff to notify DCF if a child is not picked up from camp after the parent has been notified that the child becomes sick or injured during the day. This may include staff calling the Sheriff's office to pick up the child and hold him/her until the parent arrives. This procedure also applies to healthy children who are not picked up within 30 minutes after the end of the camp day.

## Emergency Contact and Health Form

Please Circle weeks you will be attending:

1

2

3

4

5

6

7

8

Camper's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Emergency contact information if parent cannot be reached:

Name	Relationship to Camper	Phone Number

Does your camper know how to swim? \_\_\_\_ Yes \_\_\_\_ No

Will your camper require dispersal of medication during camp hours? \_\_\_\_ Yes \_\_\_\_ No

Allergies (Food, Insects, Seasonal)

Please specify: \_\_\_\_\_

Treatment: \_\_\_\_\_

Health or Behavioral Concerns

Please specify: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

List of adults that are allowed to pick up your camper:

Name	Relationship to Camper	Phone Number



**Participant Waiver and General Release Form**  
**Town of Fort Myers Beach, Florida**  
**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**  
**FOR THE TOWN OF FORT MYERS BEACH, FLORIDA**

*Please read this form carefully and be aware that in signing up and participating in Town of Fort Myers Beach (hereinafter "Town") activities/programs, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you and/or your minor child might sustain as a result of participating in any and all activities connected with and associated with Town of Fort Myers Beach programs/activities (including transportation services/vehicle operation, when provided).*

I recognize and acknowledge that there may be certain risks involved in participating in Town programs/activities, and I voluntarily agree to assume the full risk of any injuries, damages or loss that my child or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child may have (or accrue to me or my child) against the Town as a result of participating in such program/activity, including but not limited to claims against Town Officials, officers, employees, agents, independent contractors associated with such programs/activities in any capacity, Recreation Manager, Recreation Staff, and/or volunteers (hereinafter collectively referred to as "parties"). I do hereby fully release and forever discharge the parties from any and all claims for injuries, damages or loss (including but not limited to attorneys fees and/or appellate attorneys fees associated therewith, whether or not suit is filed) that my minor child or I may have or which may accrue to me or my minor child and arising out of, connected with, or in any way associated with these programs/activities or any of them.

This will certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above and for myself, my heirs, assigns, and any other interested parties. I understand that photographs, videos or other recording of my and/or my child's face, likeness, and/or voice may occur during Town programs/activities. By signing below, I hereby agree that such face, likeness and/or voice may be published by the Town in brochures, newsletters, or other advertising for the Town.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, my facsimile signature shall substitute for, and have the same legal effect as, an original form signature.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
PRINTED NAME:

\_\_\_\_\_  
PRINTED NAME:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

---

---

**Parent and Participant**  
**Statement of Understanding and Agreement**

**Child**

I, \_\_\_\_\_, have had an opportunity to read the Summer Camp 2016 Program Handbook and have discussed it with my parent. I agree to the following:

I understand that the rules of the program are meant to ensure that everyone feels safe and respected and agree to follow them.

I understand my responsibilities as a camper at Bay Oaks.

I understand the consequences for not following the rules.

\_\_\_\_\_  
Child Signature

\_\_\_\_\_  
Date

**Parent**

I am the parent/guardian of \_\_\_\_\_ and have had an opportunity to read the Summer Camp 2016 Program Handbook and have discussed it with my child. I agree to the following:

I will provide support and encouragement to my child to assist him/her in following the rules of summer camp.

I will be available to meet with staff regarding my child's participation in summer camp.

I will make staff aware of any questions or concerns I may have about my child's participation in summer camp.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date